



Cobb County...Expect the Best!

COBB COUNTY GOVERNMENT

Human Resources Department
Employment Center, 100 Cherokee Street,
Second Floor
Marietta, GA 30090-7006
<http://hr.cobbcountyga.gov>

Cobb County is an equal opportunity employer.

Cobb County Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Requisition Details	
Requisition Title/Job Title:	CLERK
Department:	Parks, Rec, & Cultural Affairs
Position information:	This is a part-time position working up to 29 hours per week. The position is located in the Operations building of PRCA on County Services Parkway in Marietta.
Position Number:	8100505
Salary:	7.25 per hour
Position Type:	Part-Time
Hours worked per week:	Up to 29 hours per week
Issue Date:	05-27-2010
Final Filing Date:	06-02-2010
Essential Job Functions:	<p>Establishes and maintains department logs, records maintenance procedures, and hardcopy alpha/numeric filing systems to ensure efficiency in retrieval and operations.</p> <p>Performs computer related tasks requiring broad working knowledge of a wide variety of standard computer applications.</p> <p>Performs skilled administrative tasks requiring the use of automated office systems, e.g. computers, copiers, etc.</p> <p>Receives and responds to inquiries, concerns and complaints from other unit staff, other departments, outside entities and the general public; provides resolution or directs to the appropriate staff or department/entity.</p> <p>Reviews and monitors vendor invoices to ensure proper billing and payment and enters items into the automated financial system for processing.</p> <p>Performs other related duties as assigned</p>
Minimum Qualifications:	<p>High school diploma or GED, supplemented by six months to one year of previous work experience performing the essential functions of the position.</p> <p>Preferred Qualifications: Typing/Keyboarding speed of 40 wpm or better One or more years of data entry experience One or more years of experience in Microsoft Word, Excel, and PowerPoint demonstrating a working knowledge of each program. One or more years using accounting software and a general knowledge of accounting practices. One or more years of experience in filing/recording/retrieving skills</p> <p>Valid driver's license preferred.</p>
Special Instructions to Applicants:	The schedule of this position varies between the hours of 8 a.m. and 5 p.m., Monday through Friday. However there may be times when you are required to work outside of these limits.
Grade:	P
Status:	Non-Exempt
Physical Requirements:	While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, or feel, and lift and/or move up to 20 pounds. While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors
Requisition:	0000486 (MW)
<i>Cobb County Government is a smoke free environment for all employees.</i>	